



SC-PAY GRADE 14

HUMAN RESOURCES SPECIALIST

DUTIES AND FEATURES OF THE CLASS:

The employee in this class performs professional human resource work in the development and administration of programs which include a variety of functions such as recruitment, selection, employment, employee-management relations, compensation, labor relations, employee benefits, equal employment/affirmative action, diversity, classification, and employee performance management. Work involves applying human resource theories, principles and models to the administration of human resource programs; formulating policies, procedures, systems and plans; interpreting, explaining and applying laws, rules, regulations, policies and procedures and developing solutions and providing recommendations, guidance and direction to management/officials in accomplishing organizational and operational goals and objectives and identifying and resolving issues. May assign and review the work of administrative support staff. Duties are performed with a good degree of independence with general supervision by the Director of Human Resources.

EXAMPLES OF WORK:

- Administers various human resources plans and procedures for all company personnel; assists in the development and implementation of personnel policies and procedures; prepares and maintains employee handbook and policies and procedures manual.
- Participates in developing department goals, objectives, and systems.
- Performs benefits administration to include claims resolution, change reporting, approving employee reimbursements, and communicating benefit information to employees.
- Maintains Human Resource Information System records and compiles reports from database as needed.
- Conducts new employee orientations; administers pre-employment tests; conducts reference checks.
- Develops and maintains affirmative action program; files EEO-1 report annually; maintains other records, reports, and logs to conform to EEO regulations.
- Assists in administration of compensation program; helps to monitor performance appraisal process.
- Maintains compliance with federal and state regulations concerning employment.
- Assists in evaluation of reports, decisions, and results of department in relation to established goals. Recommends new approaches, policies, and procedures to effect continual improvements in efficiency of department and services performed
- Assists in preparing and evaluating job descriptions.
- Prepares pension estimates and oversees benefits for pensioners.
- Assists in organizational training and development efforts.

- Assist in the review, testing and implementation of HRMS system, including upgrades. Collaborate with functional and technical staff to coordinate application of upgrade or fix.
- Performs other related duties as required and assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES:

Extensive knowledge of principles and practices of personnel administration; effective organizational and interpersonal skills including written and verbal communication skills; ability to make recommendations to effectively resolve problems or issues by using judgment that is consistent with standard practices, policies, procedures, regulation or government law; ability to maintain a high level of confidentiality; ability to supervise the work of others; ability to establish and maintain effective working relationships.

QUALIFICATIONS:

1. Possession of a Bachelors degree or higher in Human Resources or related field with at least three years experience in Human Resources OR an Associates degree with at least five years experience in Human Resources which includes knowledge of assigned functional area(s) of human resource management, i.e., employee relations, classification, compensation, recruitment, selection, equal employment/affirmative action, employee benefits, etc.
2. Minimum three years HRIS experience.
3. Experience in analyzing human resource problems, developing alternatives and recommending and advising management on solutions.
4. Experience in interpreting human resource laws, rules, regulations, standards, policies and procedures.
5. Supervisory experience is desired.

ADDITIONAL REQUIREMENTS:

- Direct Deposit Required
- 35 hour work week (Monday thru Friday 8:30 A.M. to 4:30 P.M.)
- Pre-Employment Background Screening
- Pre-Employment Drug/Alcohol Testing

Revised 9/2011